



## **JOB DESCRIPTION**

Position Title: **Lead Inspector**

Working Area: **Small Quantity Generator Program**

Class Code: 4302

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

\*\*\*\*\*

\*\*\*\*\*

### **Major Function**

Technical and administrative work conducting site visits and inspections of facilities that may generate hazardous waste and/or industrial wastewater throughout Seminole County.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Ensures facilities properly handle, store and dispose of such wastes in a manner that meets local, state and federal requirements through the County's Small Quantity Generator (SGQ) Hazardous Waste Program. Conducts site visits of potential generators of hazardous waste or industrial wastewater including private businesses, schools and other governmental facilities.

Advises and educates facility operators of proper methods for handling, storing, and disposing of hazardous waste and/or industrial wastewater. Determines what waste streams are generated by a facility and how they are stored, handled, and disposed. Advises facility operators of available pollution prevention methods and programs that could enable them to reduce the amount of wastes generated in order to improve their operation and reduce the related costs of disposal.

Works with supervisor to follow-up and ensure violations are corrected through the use of letters, re-inspections and other enforcement means. Works with supervisor to ensure that the County meets the requirements of the State of Florida for the Small Quantity Assessment, Notification and Verification Program.

Conducts investigations of hazardous waste, industrial wastewater and other related environmental complaints. Works with Supervisor to ensure that corrective measures are taken and all violations are corrected. Provides support for other agencies involved in legal action that result from an investigation conducted by Seminole County.

Works with other County personnel to resolve environmental compliance violations. Assists the Florida Department of Environmental Protection (FDEP) personnel to solve blatant and/or on-going violations of State Environmental Regulations.

Provides technical assistance to the public, Small Quantity Generators, and other agencies regarding the regulatory requirements and proper methods of managing hazardous or industrial wastes by explaining requirements of regulations and answering questions over the phone or in person.

Enters information obtain from occupational licensing, field visits and other sources into the Small Quantity Generator database.

Performs other duties as assigned or as may be necessary.



Position Title: **Lead Inspector**

Page 2

Working Area: **Small Quantity Generator Program**

\*\*\*\*\*  
\*\*\*\*\*

### **Minimum Qualifications**

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

Knowledge of the application of rules, regulations, policies and procedures, and the capability to apply these regulations to individual facilities. Knowledge of safety requirements and safety practices required in an industrial environment.

Ability to understand the application of rules, regulations, policies and procedures, and the ability to apply these procedures and policies to individual facilities. Ability to establish and maintain an effective working relationship with the general public, business operators, other Seminole County Departments, environmental personnel from other agencies and State of Florida regulatory agencies. Ability to communicate effectively both orally and in writing with the general public, operators of a variety of businesses, professionals and regulatory agencies. Ability to conduct investigations and make assessments of reported violations. Ability to work with only minimum of supervision to accomplish assigned projects. Skilled in the use of personal computers and database management software.

High School Diploma and two (2) years of college level course work in biology, Chemistry, Environmental Science or other related fields, and four (4) years experience in regulatory, environmental science or code enforcement work, with responsible experience in environmental or hazardous materials programs.

Must possess and maintain a valid Florida Driver's License.

Must possess and maintain certification from OSHA (40 hour) Health and Safety Training for Hazardous Materials Activities (Hazwopper) certification or obtain certification within six (6) months of employment.

### **Working Conditions**

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking. Must possess the ability to perform site inspections which may require obtaining access to low clearance and high objects, climb ladders, work in areas where various types of industrial equipment is being operated, and wear protective clothing for extended periods of time.